



Embassy of the United States of America

Guatemala City, Guatemala

February 24, 2005

VACANCY ANNOUNCEMENT
05-004

OPEN TO: All Interested Candidates

POSITION: Visa Clerk
FSN-6 / FP-8

OPENING DATE: February 24, 2005

CLOSING DATE: March 10, 2005

WORK HOURS: Full time; 40 hours/week

GRADE: AEFM/EFM/MOH/NOR
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident
(Position Grade: FSN-6)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Guatemala is seeking an individual for the position of **Visa Clerk** at the Consular Section.

BASIC FUNCTION OF THE POSITION:

Assembles and processes nonimmigrant visa (NIV) applications using a computer. Is responsible for managing the re-written application system. Provides information about NIV matters to members of the public, either by telephone or to those who come personally to the Embassy.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 2326-4319 or 2326-4335.

QUALIFICATIONS REQUIRED:

NOTE: All applicants are instructed to address each selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School is required.
2. Two years clerical experience is required.
3. Level III (good working knowledge) speaking/writing English ability. Level IV (fluent) speaking/writing Spanish is required.
4. Must possess basic elements of personal computer operation.
5. Within the first year, incumbent should complete the relevant Consular Correspondence Courses.
6. Must be able to work harmoniously in close quarters. Must be able to work under pressure and to meet deadlines. Must be able to deal courteously with the public.

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612,
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Human Resources Office
American Embassy, Guatemala

DEFINITIONS:

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all the following criteria:
 - ❖ U.S. Citizen
 - ❖ Spouse or dependent who is at least age 18
 - ❖ Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority.
 - ❖ Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
 - ❖ Does not receive a USG annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under Chief of Mission authority who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who: 1) Has accompanied, but is not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required residency permit for employment in country.
5. **Not-Ordinarily Resident (NOR):** Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities. NORs have a diplomatic visa, does not come under local labor law, and thus does not need a work permit.

CLOSING DATE FOR THIS POSITION: March 10, 2005

The US Mission in Guatemala is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, disability, age or sexual orientation.